

# Syllabus Components<sup>1</sup>

The syllabus is an outline of a particular course, containing assignments, due dates, classroom policies, etc. It is often times viewed as a form of contract between professor and student. A clearly articulated syllabus benefits both the professor and the students by describing the criteria for success in the class. It can convey the professor's enthusiasm for a subject matter and for the students as learners. What follows are elements that are appropriate for inclusion on course syllabi. Not all elements from this list will apply to all courses. A professor may also elect to include additional information on her or his syllabus.

## Instructor (and Course Reader / Peer Educator) Information

- name
- office number
- office phone number
- e-mail
- office hours
- appointments or drop-ins
- teaching philosophy

## Course Information

- title of course
- quarter course is being offered
- time
- room number
- units
- prerequisites or co-requisites
- use of ERes or Angel course management website  
<http://eres.scu.edu/eres/default.aspx> or <http://angel.scu.edu/>

## Course Description

- formal (University bulletin) description
- Core curriculum learning goals, objectives / outcomes
- outline of topics
- motivational information
- tips on succeeding in the course

## Materials

- titles & authors of required/recommended text(s)
- titles and authors of all text(s) on reserve
- the cost and location of the instructor's professional reader / packet
- calculators
- disks, CD-Rom's, Flash drives
- lab supplies
- art supplies

## Classroom Policies

- attendance and tardiness
- participation in discussions or activities
- civility/code of conduct
- cell phones, beepers, & pagers
- Student Conduct Code / academic integrity (see SCU's policies at <http://www.scu.edu/studentlife/osl/oslpublications/stdhandbook/conductcode.cfm>)
- use of computers, calculators, etc.
- tape recording
- other supplies

## Assignments, Assessment, and Evaluation

- calendar of activities / readings / assignments
- weight of each assignment or exam
- kinds of papers or projects, format, due dates
- kinds of exams, dates
- reading assignments, due dates
- rewrite and make-up policies
- acceptability of handwritten work
- grading criteria
- policy on late assignments
- Turnitin.com

## Student Support Services

- disability accommodation and services  
<http://www.scu.edu/advising/learning/disabilities/>
- tutoring and learning resources  
<http://www.scu.edu/advising/learning/tutoring/>
- counseling and psychological services  
<http://www.scu.edu/tcc/>
- career center services <http://www.scu.edu/careercenter/>
- Department or College resources

## Instructional Approach/Emphasis

- writing intensive
- team teaching
- Arrupe community-based learning placement  
<http://www.scu.edu/ignatiancenter/arrupe/>
- field practicum / internships
- case study / simulation
- cooperative learning
- laboratory sections
- wrap-around course
- group projects, group grades, peer evaluation

## Health, Safety, or Ethical Requirements

- lab procedures
- academic integrity statement  
<http://www.scu.edu/studentlife/resources/academicintegrity/>
- ethical conduct for use of human subjects
- confidentiality requirements

## Other Useful Course Information

- study time (e.g., 2-3 hrs/wk per credit hour)
- Add / Drop / Withdrawal dates
- College/departamental requirements
- team member contact info
- “subject to change” notice

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<sup>1</sup> Adapted from the Center for Learning and Teaching Excellence at Arizona State University  
<http://clte.asu.edu/teachingresources/teaching/planningandpolicies/courseplanning.htm>